

# **Statue of Liberty/Ellis Island National Monument**

## **LIBERTY ISLAND**

### **AFTER HOURS SPECIAL USE POLICY**

The Park has established the following policy for conducting after hours events in the Museum of Immigration at Ellis Island

- (1) After hours special use of Liberty Island will be reviewed by the Superintendent, to ensure it meets all criteria pertaining to park operations, resource preservation and maintenance.
- (2) The Superintendent based on anticipated visitation and staffing levels shall determine the number of special evening events.
- (3) Maximum number of guests for a reception is 300; for seated dinner service the maximum number is 150.
- (4) No food or beverage service will be permitted in the Monument. Tents are permitted if size and location is approved by the Superintendent. The entrance tent may be an option depending on the set-up needs
- (5) Access to the base of the Statue of Liberty including the Museum and Observation areas may be open for your guests if requested and approved by the Superintendent.
- (6) Decorations, entertainment and theme should be in keeping with this symbol of American's heritage and the architectural elements of the Monument.
- (7) Events will start no earlier than one hour after the closing of the island to the public. Guest departure from the island will be no later than 10:30 P.M.
- (8) Permittee will reimburse the National Park Service for all costs incurred by the Government relating to the special event. These costs include complete custodial services, normal utility needs and sufficient park staffing to ensure proper care of the facility, visitor safety, permit compliance and site interpretation. This cost will be identified in the Special Use Permit issued for your evening event and is payable as indicated in that permit.
- (9) Permittee may be required to post a bond or cash deposit of \$50,000 or higher depending on the nature and scope of the event. Release of the funds will be subject to the Superintendent's determination that the area is left in the same condition at the event's completion as it was before the event.

- (10) The permittee agrees to save and hold harmless the United States of America, its agents and employees, from any and all claims, damages, suits at law or equity, of whatever kind or nature, for damages to or loss of property, or injury or death to persons resulting directly or indirectly from, or attributable to the negligence of permittee or its employees in connection with activities authorized by the permit. The permittee must furnish a properly executed certificate containing the above *Hold Harmless agreement*, in advance of the special event.
- (11) The permittee must procure public and employee liability insurance from a responsible United States-based company with a minimum limitation of \$1 million per person for any one claim and an aggregate limitation of \$3 million for any number of claims arising from any one incident. The United States of America shall be included as additional named insured on all such policies. All policies shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles thereunder and such insurance policies shall be obtained by, be for the account of, and be at the insurer's sole risk. Proof of this liability coverage shall be in the form of a certificate, policy rider or binder and include the policy number, period of coverage, and a statement naming the United States of America as an additional named insured.
- (12) The permittee shall procure travel to and from Liberty Island with Circle Line Statue of Liberty Ferry, Inc., the authorized concessionaire. Contact is Ms. Tara Dyson at 201-915-9505 x225 .
- (13) The permittee shall arrange for all other services, through the Evelyn Hill, Inc. contact is Mr. Brad Hill at 212-363-3180.
- (14) No advertising, signs, flags, banners, etc., are permitted in the Monument. Identification of the permittee organization such as logo is restricted to the immediate podium area. No decorations of any sort may be attached to walls, doors, ceiling, or other architectural elements.
- (15) Press releases, invitations, etc., relating to the event must be reviewed and approved by the Superintendent prior to release.
- (16) Any request by the permittee contrary to this policy must be requested in writing and submitted to this office for approved by the Superintendent.